

Springdale Fire Department

Policy & Procedures Manual

Volume 2 – Operations

Section 204 – EMS Operations

204.3 – Controlled Medication Accountability & Record Keeping

It is extremely important that all documentation concerning the tracking and accountability of controlled medications be in clear and accurate detail. If a discrepancy is found on any log sheet or medication record it is to be immediately reported to a supervisor. All controlled medication log sheets and records must be filled out clearly and legibly in print or type written, with exception to required signatures. All applicable spaces in the log sheets and records must be completed and all non-applicable spaces should be marked with a single straight line in the space. If personnel make an error while filling out a log sheet or record personnel should correct the error by marking a single line through the error and initial; the correct entry should then be made on the next available line.

Log Sheets, Daily Accountability Checks

SFD controlled medication daily log sheets shall be used to record the accountability of the controlled medications carried on squads and the integrity of the controlled medication seal. All SFD controlled medication daily log sheets shall be forwarded to the Division Chief of Operations when complete.

Accountability (including responsibility for quantities) of controlled medications carried on squads is transferred from the squad paramedic going off duty to the squad paramedic coming on duty at each shift change. Paramedics are responsible for the following:

- Both paramedics shall visually confirm that a controlled medication seal is in place and is intact on the controlled medication lock device in the squad.
- If the controlled medication seal is in place and intact the on coming paramedic will record the seal number on the SFD controlled medication daily log sheet and initial the daily log sheet in the space provided indicating the seal is intact.
- A single line must be drawn through the spaces provided for quantities of the controlled medications when a physical inventory of those quantities is not performed.
- Both paramedics must sign the daily log sheet.

If the controlled medication seal is not intact or is missing paramedics must:

- Obtain a replacement seal from either the Shift Commander or the Division Chief of Operations.
- Both paramedics must physically inventory the controlled medications in the squad and re-secure.
- The on-coming paramedic will record the quantities of the controlled medications and the new seal number on the SFD controlled medication daily log sheet.
- Both paramedics must sign the daily log sheet.

Broken or Missing Controlled Medication Seals

If personnel discover a broken or missing controlled medication seal they are to notify the on duty paramedic responsible for that squad. In the case of a reserve squad, where a paramedic is

not specifically assigned, personnel who discover a broken or missing seal are to notify their supervisor who will assign a paramedic to perform the following procedure for replacing broken or missing controlled medication seals.

- The paramedic will obtain a replacement seal from either the Shift Commander or the Division Chief of Operations.
- The paramedic will physically inventory the controlled medications in the squad and re-secure (in the presence of another fire department member, preferably another paramedic or a supervisor).
- The paramedic will record the quantities of the controlled medications and the new seal number on the SFD controlled medication daily log sheet.
- Both personnel must sign the daily log sheet.

Removal of Controlled Medications when a Squad is out of control of SFD Personnel

Controlled medications shall be removed from squads whenever the squad is out of the control of SFD personnel. The following shall be performed by an assigned paramedic and or a supervisor.

- The paramedic will remove the controlled medications, in the presence of another fire department member.
- The paramedic will record the quantities of the controlled medications removed on the controlled medication daily log sheet.
- The paramedic will write “REMOVED” on the line in place of the seal number on the SFD controlled medication daily log sheet.
- Both personnel must sign the daily log sheet.
- The controlled medications shall be given to the Shift Commander to be secured in the department controlled medication safe and logged into inventory.

Administration or Wastage of Controlled Medications

A SFD controlled medication administration record (CMAR) shall be completed anytime a controlled medication is administered or wasted. This includes wastage of a controlled medication as a result of remaining quantity after administration of prescribed dosage, breakage of container, or compromise of packaging integrity/sterility.

Paramedics who waste controlled medications for the above reasons shall do so only with a licensed witness (MD, nurse, ER paramedic) or supervisor present. Paramedics shall complete the CMAR form immediately after wasting the controlled medication, or as soon as possible afterward.

All appropriate sections of the CMAR form must be completed including: date, time, dosage, quantity administered, quantity wasted, EMS PCR number, squad fleet number, medication name, patient name, authorizing physician, and signatures of the paramedic and the witness.

Whenever a controlled medication is administered or wasted, paramedics and shift commanders are responsible to perform the following procedure for restock of the controlled medication:

- The paramedic administering or wasting the medication must complete a Controlled Medication Administration Record (CMAR).

- The paramedic is to deliver the CMAR and the storage container for the administered or wasted medication to the Shift Commander as soon as possible afterwards for restock of the medication.
- The Shift Commander will obtain the needed replacement medication and seal from the controlled medication storage safe.
- The paramedic will physically inventory the controlled medications in the squad and re-secure (in the presence of another fire department member, preferably another paramedic or a supervisor).
- The paramedic will record the quantities of the controlled medications and the new seal number on the SFD controlled medication daily log sheet and both personnel shall sign the daily log sheet.
- The Shift Commander must check the CMAR for completeness and forward it to the Division Chief of Operations.